

OPI EDUCATION EXPENSE REIMBURSEMENT FORM

This form records the information for education expense reimbursement. The final grade is recorded at the end of the course and supported by a copy of your official grade report.

Date: _____

Name: _____

Institution: _____

For Semester: _____

COURSE, FEE, AND BOOK DESCRIPTION	CREDITS	FINAL GRADE	COST
Courses:			
Books and Fees:			
TOTAL :			

REIMBURSEMENT	AMOUNT	DATE
OPI's first _ payment		
OPI's second _ payment		
TOTAL :		

Employee: _____

Date: _____

Approved by: _____

Date: _____

Budget: _____